P.38

App. F. IX-4

Previous References. 1940-1 (War) War File No. 104-39
Serial Nos. 1 to 15

Later References.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Jettonnity 1

Part B for Dec 1941

SUBJECT.

Distribution of A.R.P. literature etc

Serial No.	
1	From The Secy to the Hon'ble the Resident F. 78(4)-40/W dt 15th Aug. 41 requesting to intimate the no of copies of the documents mentioned in Para 2 of the Hon'ble Dept letter with which this Govt wants will be supplied. Perhaps a dozen copies of A.R.P. Handbook and Factories may be asked to be supplied to this Govt. Subd for perusal and orders. RS 16/8 Half a dozen Copies of each (a), (b) & (c) may perhaps be asked for. CPA 16/8 Chief Sec Yes. MK 16/8
	Subd with a draft cir for a letter to the Resy RS 18/8
2.	Issued Pd. 328 dt 18th Aug 41 to the Resy JR CPA
3.	From The Secy to the Hon'ble Resident. F. 78(6)-40/W dt 11th Oct. 41 forwarding 6 copies of the publication entitled "Memorandum on the organisation of A.R.P. Services in Industrial undertakings and the Training and Equipment of Personnel" Subd for perusal. One copy may be sent to the C.S.M. Dom Works & 4 copies to the I.S.G. RS 20/T CPA 20/10 Chief Sec MK 20/10/41

NOTE—Contn. Sheet.

16 OCT 1941 GOVT. OF MYSORE.
CHIEF SECRETARY'S OFFICE 20 OCT. 1941 GOVT. OF MYSORE.

1092/W 938/W. A.R.P. - Literature.

W File No. 134 of 1940-1 | General and Revenue Secretariat

	Serial No.
Subd with draft & fair accordingly. JRR 22/10/41. for L MW.	
Issued Nos. 901/W & 902/W Dt: 22.10.41 to the I.G.P. & G.M., Iron Works respectively.	4
From The I G of Police. ARP 20/41-42 dt 24th Octr. 41 requesting to get 50 more copies.	5
Subd for perusal with a letter to the Resdy. for L MW. RS 27/X	
Issued Pol. 738 dt 27th Octr. 41 to the Resy	6
From The Secy to the Hon'ble the Resident F. 78(10)-4/41/W dt 25th Nov. 41 stating that the publication can be had on payment from the Manager, Central Publication Branch Delhi.	7
Subd for perusal with a letter to the IGP. for L 26/11 RS 26/XI	
Issued 1066/W dt 28th Nov 41 to the IGP &	8
From The Secy to the Hon'ble the Resident F. 78(10)-4/41/W dt 15th Dec. 41 forwarding a pamphlet titled "Appendix 2 of the Memorandum on the Organisation of the ARP etc. Instructions & Guidelines	9
One copy will be sent to the G M Iron Works & four copies to the IGP. Subd with Letter to the above officers. for L MW. RS 16/12	
Issued Nos. 1223/W & 1224/W Dt 16.12.41 to the I.G.P. & G.M., Iron Works respectively.	10.

1141/W

Supply of ARP Literature.

General and Revenue Secretariat

W File No. 134 of 1940-] [App. F. III-2

Serial No. 11

From The Secy to the Hon'ble the Resident
F. 78(10)-40/W dt 3rd Feby. 42 re: the supply of ARP literature.

Subd for perusal. A copy of the letter will be sent to the ISP for information. In view of para 2 of the letter, action as suggested in Para 3 is unnecessary since the Govt as well as the ISP can get copies direct from the Central Publication Branch.

RS 3/2

Para (2) of the letter from the Residency refers to orders for individual publications details of which are proposed to be sent to this Government by the Residency, as and when the Publications are issued. Para 3. refers to a standing order for every priced Copy of the A.R.P. Publication. It appears to be better to place a standing order for two or three Copies each of every A.R.P Publication Rather than wait for the information from the Residency. There can be no doubt that every A.R.P. publication issued by the Central Government will contain valuable information for us.

For orders of such a standing order may be placed with the Residency

Law Secretary
3/2/42

A standing order may be placed for six copies

Minister for Law.)

WD 24155--G1B--55,000--23-10-41

3.2.42

4/2

5-2-42

FEB 4 1942
No. 629.

NOTE—Cont. Sheet.

~~DAP~~ W. Supply of A.R.P. Literature

W File No. 134 1392/W of 1940-1

General and Revenue Secretariat

Serial No.

OFFICE OF THE MINISTER FOR LAW
MAR 24 1942
No. 9614

With reference to orders on the above a reference to the Resy is submitted with a copy of ISP for information.

(RS 5/2)

Dom Thu 5/2/42

Issued No. Pol. 1445 dy 5.2.42 to the Resy. 12
" Memo. No. 1629/W " to the I.G.P.

This will be sent to the Registrar for kind note and for arranging payment whenever copies of ARP publications are received from the Central Publication Branch in the Library.

(RS 6/2)

Regr G.R. Secretariat Compilation

Thu 6/2/42

OM Library 7/2

noted & passed on to the Library 7/2

From The Army to the Hon'ble the Resident. 13.
F. 78(10)-A/W dated 20th March 42.
re supplies of ARP publications.

It is seen from the present Resy letter that the 6 copies are proposed to be sent direct to the Spl ARP officer with the bulk. The ISP will be informed of the above. The Regr need not arrange for payment submitted for perusal with a letter to the ISP.

(RS 20/3)

118

Thu 20/3

Issued No. 2052/W dy 20.3.42 to the I.G.P.
Resubd. for perusal.
Dom 23/3. Chief Secy) Law Secy Thu 22/3/42 Thu 24/3

CHIEF SECRETARY OF MYSORE 23 MAR 1942

1372/W Supply of ARP Literature. 3202/0

General and Revenue Secretariat | (W) File No. 134. of 1940-1 | [App. F. III-2

Serial No.

The file will now be sent to the Regr for kind perusal.

25/3

Why? Is
The copies were expected to be received with the bills personally & the file was sent to the Regr for arranging payment. Now the copies and the bills are being proposed to be sent to the Spl ARP officer

25/3

Is
25/3
O-B. & Library

Accr
Is it not necessary to have the literature in our library & to supply the same to the War Section

28/3/42

Submitted. It is only the War section that may need these books. Hence, it is perhaps better to Consult ~~the above Secretariat~~ that Section. 7/3.

BM
30.3.42

War Information Officer ARP

30/3

War Secn

31/3/42

Issued No. 2300/W dy 4.4.42 to the J. G. P.

NOTE—Cont. Sheet.

No action is necessary by the Library. The file was merely sent to note that the copies will be received by the Spl ARP officer who will pay the bills and the expenditure will not be met out of the S.I.S Library funds

25

GEN. & LIT. 3702 OFFICE BRANCH

WD/C4155—GPB—55,000—23-10-41

W 134-40-1

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

URGENT

No. F.78(4)-40/W.

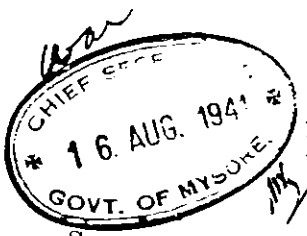
FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Dated Bangalore, the 15th August *1941*.



Distribution of Air Raid Precautions literature, etc.

SIR,

I am directed to forward a copy of a letter from the Government of India, Home Department to all Provincial Governments, etc. No.78/245/41-A.R.P., dated the 31st July 1941, and to request that this Residency may kindly be informed of the number of copies of the documents mentioned in paragraph 2 of the letter, with which the Government of Mysore would wish to be supplied.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

VN

Copy of a letter from the Government of India, Home Departme to all Provincial Governments, etc. No.78/245/41-A.R.P., dated the 31st July 1941.

----:0:----

Distribution of Air Raid Precautions literature, etc.

I am directed to address you on the subject of the distribut of Air Raid Precautions Handbooks, letters on Air Raid Precautions policy and to state that it is desired to decide on a normal scale distribution in as far as this is possible to be done.

2. There appear to be three main categories to be considered: -

(a) A.R.P. Handbooks, etc. written in English.
(b) A.R.P. Handbooks, etc. having application to factories.
(c) Government of India letters defining policy.

3. At present Air Raid Precautions Handbooks are issued on a scale which may be too small or too great for actual needs. Letters defining policy are issued in original only - a fact which may cause unnecessary inconvenience and delay in that Provincial Governments/you may find it necessary to prepare copies for the information and consideration of several officers, and to distribute them to Air Raid Precautions Officers, Training Officers, Air Raid Precautions Heads of Services and their staff Officers in particular.

4. It is appreciated that to decide on the number of copies required is a matter of some difficulty because all Handbooks and letters will not be required to be distributed locally to the same extent. The Government of India is, however, desirous of saving duplication of work and is of the opinion that this may be effected by supplying a sufficient number of copies of letters in the first place. With this object in view it is requested that the Provincial Government/you may state the number of copies of the documents mentioned in paragraph 2 above, with which they/you would wish to be supplied.

----:0:----

VN

URGENT.

18th August 1941.

Pol. 327
W

Distribution of Air Raid Precautions literature, etc.

- - -

With reference to your letter No.F.78(4)-40/W dated the 15th August 1941 on the above subject, I am directed to request that six copies of the documents mentioned in paragraph 2 of the Home Department letter may kindly be arranged to be supplied to this Government.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

W 134-40-3.

692/W

reply to this communi-
should be addressed to
retary to the Resident
sore, Bangalore, by
ation and not by name.

No. F.78(10)-40/W.

FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To,

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

CHIEF SECRETARY
13 OCT. 1941
GOVT. OF MYSORE.

Dated Bangalore, the 11th October 1941.

A.R.P. PUBLICATIONS.

SIR,

I am directed to forward 6 copies of the publication entitled "Memorandum on the organisation of Air Raid Precautions Services in Industrial, etc., Undertakings and the Training and Equipment of Personnel".

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

HD. 30
7,000

GOVERNMENT OF INDIA.

CIVIL DEFENCE DEPARTMENT

Memorandum on the Organisation of Air Raid Precautions Services in Industrial, etc., Undertakings and the Training and Equipment of Personnel.

PUBLISHED BY THE MANAGER OF PUBLICATIONS, DELHI.
PRINTED BY THE MANAGER, GOVERNMENT OF INDIA PRESS, SIMLA.
1941.

List of Agents in India and Burma from whom Government of India Publications are available

ABBOTTABAD—English Book Store.

AGRA—
English Book Depot, Taj Road.
Indian Army Book Depot, Dayalbagh.

AHMEDABAD—H. L. College of Commerce Co-operative Store, Ltd.

AJMER—Banthiya & Co., Ltd., Station Road.

AKOLA—Bakshi, Mr. M. G.

ALLAHABAD—
Central Book Depot, 44, Johnstonganj.
Kitabistan, 17-A, City Road.
Ram Narain Lal, 1, Bank Road.
Superintendent, Printing and Stationery, U. P.
Wheeler & Co., Messrs. A. H.

BOMBAY—
Co-operators' Book Depot, 9 Bakehouse Lane Fort.
International Book House, Ash Lane, Esplanade Road.
Joshi, Mr. V. G., News Agent, Devgad Baria, *Via* Piplod.
Kothari Book Depot.
Lakhani Book Depot, Bombay, 4.
New Book Co., Kitab Mahal, 188-90, Hornby Road.
Popular Book Depot, Grant Road.
Superintendent, Govt. Printing & Stationery, Queen's Road.
Taraporevala Sons & Co., Messrs. D. B.
Thacker & Co., Ltd.
Tripathi & Co., Messrs. N. M., Princess Street, Kalbadevi Road.
Wheeler & Co., Messrs. A. H.

CALCUTTA—
Book Company.
Chatterjee & Co., 3, Bacharam Chatterjee Lane.
Chukervertty, Chatterjee & Co., Ltd., 13, College Square.
Das Gupta & Co., 54/3, College Street.
Hindu Library, 137-F, Balaram De Street.
Lahiri & Co., Ltd., Messrs. S. K.
Macmillan & Co., Ltd., 294, Bow Bazar Street.
Newman & Co., Ltd., Messrs. W.
Roy Chowdhury & Co., Messrs. N. M., 72, Harrison Road.
Sarcar & Sons, Messrs. M. C., 15, College Square.
Sarkar & Sons, Ltd., Messrs. S. C., 1/1/1-C., College Square.
Standard Law Book Society, 79/1, Harrison Road.
Thacker, Spink & Co. (1933), Ltd.
Wheeler & Co., Messrs. A. H.

CAWNPORE—
Advani & Co., P. O. Box No. 100.
Indian Army Depot, Juhi.

CUTTACK—Press Officer, Orissa Secretariat.

DEHRA DUN—
Jugal Kishore & Co.
Ideal Book Depot, Rajpur Road.

DELHI—
Imperial Book Depot and Press, Near Jama Masjid (Machhliwalan).
Income-tax Law Publishing House, Chandni Chowk.*
Indian Army Book Depot, Daryaganj.
Jaina & Bros., Messrs. J. M., Mori Gate.
Oxford Book and Stationery Co.
Sharda Mandir, Ltd., Nai Sarak.
Young Man & Co. (Regd.), Egerton Road.

DUM DUM CANTT.—Bengal Flying Club.†

FEROZEPORE—English Book Depot.

GWALIOR—Jain & Bros., Messrs. M. B., Sarafa Road.

HYDERABAD (DECCAN)—Hyderabad Book Depot. Chaderghat.

JAIPUR—Garg Book Co., Tripolia Bazar.

KARACHI—
Aero Stores.
English Bookstall.
Standard Bookstall.

KARACHI (SADAR)—Manager, Sind Government Book Depot and Record Office.

LAHORE—
Kansil & Co., Messrs. N. C., 9, Commercial Buildings, The Mall.
Malhotra & Co., Messrs. U. P., Post Box No. 94.
Minerva Book Shop, Anarkali Street.
Punjab Religious Book Society.
Rama Krishna & Sons, Anarkali.
Superintendent, Govt. Printing, Punjab.
University Book Agency, Kacheri Road.

LUCKNOW—Upper India Publishing House, Ltd., Literature Palace, Aminuddaula Park.

LYALLPORE—Lyall Book Depot.

MADRAS—
Higginbothams.
Superintendent, Govt. Press, Mount Road.
Varadachary & Co., Messrs. P.

MHOW—British Book Depot.

MOGA—Army Musketry Stores.

NAGAPATAM—Venkataraman, Mr. B.

NAGPUR—
Khot & Sons, Messrs. G. G. Sita Burdi, 3rd Modi Lane.
Superintendent, Govt. Printing, Central Provinces.

NEW DELHI—
Bawa Harkishen Das Bedi, Ferozeshah Road.
Bhawnani & Sons.
Delhi and U. P. Flying Club, Ltd.†
Jaina & Bros., Messrs. J. M., Connaught Place.
Ramesh Book Depot & Stationery Mart, Connaught Place.
Saraswati Book Depot, 15, Lady Hardinge Road.

PATNA—Superintendent, Government Printing, Bihar, P. O. Gulzarbagh.

PATNA CITY—
Lakshmi Trading Co., Padri-Ki-Haveli.
Raghunath Prasad & Sons.
Sinha & Bros., Messrs. R. P., Guzri Bazar.

PESHAWAR—
British Stationery Mart.
London Book Co. (India), Arbab Road.
Manager, Govt. Printing & Stationery, N.-W. F. P.

PESHAWAR CANTT.—Faqir Chand Marwah.

POONA—
Deccan Bookstall, Fergusson College Road.
Dastane Bros., Home Service, 456, Rawiwar Peth.
International Book Service.
Ram Krishna Bros., Opposite Bishram Bagh.

QUETTA—Standard Bookstall.

RAJKOT—Mohanlal Dossabhai Shah.

RANGOON—
Burma Book Club, Ltd.
Curator, Govt. Book Depot, Burma.

RAWALPINDI—Ray & Sons, Messrs. J., 43, K. & L. Edwardes Road.

SHILLONG—Superintendent, Assam Secretariat Press.

SIALKOT CANTT.—Modern Book Depot, Bazar Road.

SIALKOT CITY—
Buckingham & Co., Booksellers & Stationers, Greenwood Street.
Clifton & Co.

TRICHINOPOLY FORT—Krishnaswami & Co., Messrs. S., Teppakulam.

TRIVANDRUM—
Booklovers' Resort, Taikad.
P.R. Bros., Main Road.

VELLORE—Venkatasubban, Mr. A., Law Bookseller.

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*Agents for Income-tax, Law and allied Publications only. †Agents for Publications on Aviation only.

INTRODUCTION.

This memorandum is issued for the guidance of Provincial Governments and Officers authorised to pass orders under Rule 51C of the Defence of India Rules regarding the organisation of A. R. P. services in industrial undertakings as well as for the information of those upon whom orders are likely to be passed. The scale prescribed is the normal but it must be realised that variations will be found necessary in view of local circumstances or where the nature of the articles stored or manufactured in the premises is of less than usual inflammability.

MEMORANDUM ON THE ORGANISATION OF AIR RAID PRECAUTIONS SERVICES IN INDUSTRIAL, ETC., UNDERTAKINGS AND THE TRAINING AND EQUIPMENT OF PERSONNEL.

1. Personnel Required.

The number of persons employed in any given industrial undertaking determines to a large extent the number of persons required for the various A.R.P. services in that undertaking.

A table of establishments is at Appendix 'A' which in conjunction with the text of the Memorandum gives an indication of the minimum requirements to be trained to give first aid treatment and fight fires in undertakings which have 500 to 5,000 operatives at work at one time. In undertakings where the number of employees at work at any one time is less than 500, fixed establishments are not specified. In such cases it may be assumed that the requirements as regards training will not necessitate the service on A.R.P. duties of more than ten per cent. in all of the number of employees, the allocation to first aid or fire fighting being decided according to the circumstances. Where the number of personnel is small, it is desirable that a proportion of those trained should be capable of performing more than one of these types of service.

2. Control.

(a) In all undertakings employing 250 or more operatives an individual must be appointed to prepare an Air Raid Precautions scheme and to organise the necessary personnel. A responsible official, not necessarily the organiser, must be appointed to take executive control in times of emergency. Individuals must also be nominated to take charge of the various Air Raid Precautions services required in the scheme and to work under the control officer. In each case deputies must be available to function in the absence of their seniors, or if the latter become casualties. If more than one shift is in operation, further arrangements may be necessary to ensure that the necessary number of deputies are available during all working hours.

(b) The above appointments need not be whole time. Members of the staff, foremen, or other responsible persons can be appointed, provided that their authority in regard to Air Raid Precautions measures is made clear to everyone.

(c) Provision must also be made for a wardens' service to control the operatives in emergency, to prevent panic, and conduct them in an orderly manner to their allotted places of shelter. A senior warden, assisted by a suitable number of wardens (1 for every 50 persons) should usually suffice for every 250 persons employed.

(d) In undertakings which employ 31 to 250 persons the same general system of control must be followed, but it may be found convenient that one official should both supervise the scheme and organisation, and take executive control; with a deputy immediately responsible for

the Air Raid Precautions Squads, and a Senior Warden for the wardens' services, with such other deputies working under them as the nature of the undertaking requires.

(e) Scale of Warden's additional equipment is given at Appendix 'B'.

3. Organisation of Air Raid Precautions Services.

The provision of a Control Post and of First Aid accommodation is essential in factories where more than 500 workpeople are employed.

(a) *Control Post.*—In time of emergency a control post will be the centre from which a responsible official can direct the various Air Raid Precautions services by means of telephonic communication or alternatively a messenger service. The control post must be protected against blast and splinters, and if possible should be in close proximity to the Factory, etc., A. R. P. services.

(b) *First Aid Parties and First Aid Centre.*—First aid parties can conveniently consist each of four men trained in first aid, the parties being distributed at suitable points, in communication with the control post, to deal with casualties that may occur in the area to which they have been allotted. Each party must be equipped with a first aid haversack and two stretchers. Each man of the party must have a first aid pouch. Additional stretchers will probably be necessary and should be held for use in emergency, they should be of the same pattern as that used by the local A. R. P. authority.

Existing first aid premises in most factories are generally too small to fulfil the purpose of first aid for Air Raid Precautions requirements, but in many cases adjoining accommodation can be found, which, providing it can be adapted and utilised at short notice, will form a suitable first aid centre and where suitable attention can be given to all wounded. Pending removal to hospital casualties can be accommodated in nearby shelters.

The local A. R. P. authority is responsible for the evacuation of casualties from all factory first aid centres to hospitals, and details of such evacuation plans should be obtained from the local authority.

The equipment for First Aid parties is given at Appendix 'C'.

(c) *Fire Precautions.—Part I—Fire Watchers and Stirrup Pumps Parties.*—(i) *Watchers.*—One or preferably two persons should be so posted that they can see or hear the fall of *every* incediary bomb and give immediate information as to its location to stirrup pump parties or Control Post.

NOTE.—Raid spotters may be deputed to act as watchers.

(ii) *Communications.*—Adequate communications *must* be provided between watchers and stirrup pump party or parties, or Control Post.

An indication that incendiary bombs are falling in the neighbourhood should be given by means of a series of short sharp blasts on a whistle.

(iii) *Stirrup Pump Parties.*—Each party should be formed of three persons. Where personnel is insufficient for this standard to be obtained immediately, each party after the first may be formed of two persons only, but it should be appreciated that more satisfactory working can be obtained with parties of three persons each.

Members of stirrup pump parties need not necessarily be awake during quiet periods, but if local danger appears imminent the watchers should warn them to be ready for action.

The number of parties should be in accordance with the following standards, which apply both to buildings, and to timber and other combustible material in the open.

The expression " roof area " means " roof area in plan ".

Standard.

Stirrup pump parties for all buildings and combustible materials stacked in the open should be provided on the following basis :—

Up to 8,000 sq. ft. roof area ..	.. 1 party.
8,000 sq. ft. to 20,000 sq. ft. roof area	.. 2 parties.
20,000 sq. ft. to 50,000 sq. ft. roof area	.. 3 parties.
50,000 sq. ft. to 100,000 sq. ft. roof area	.. 4 parties.

A further party should be provided for every additional 50,000 sq. ft. or part thereof.

NOTE.—Buildings may be combined for the purpose of assessing the number of parties required.

(iv) Equipment for each Stirrup Pump party is given at Appendix ' D '.

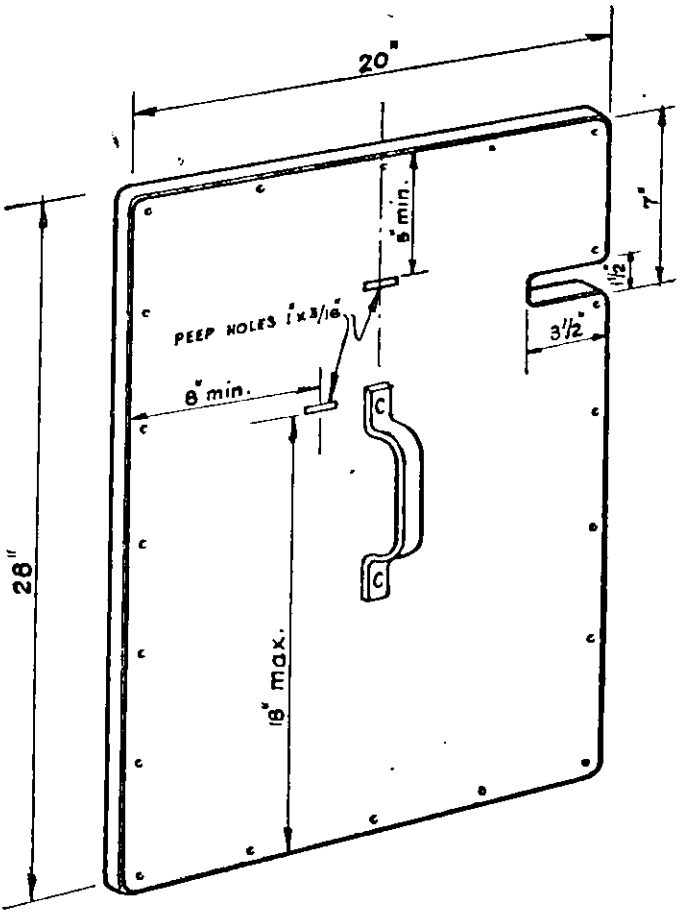
(v) *To be provided inside premises.*—Six gallons of water in buckets or containers and two sand bags three quarters full should be provided on, or about, the top floor—or on the ground floor in single storey buildings—for every 8,000 sq. ft. of roof area or part thereof. Sand bags should be stored in a convenient place below the 8,000 ft. for which they are provided.

In locations where it would be essential to prevent a fire at all costs, shields should be provided as protection against incendiary bombs which may contain a small explosive charge.

Almost complete protection at all distances can be obtained with a shield of 7/8-inch deal not less than 28 inches long and 20 inches wide and backed with 22 gauge mild steel. Such a shield should have two peepholes one inch wide and 3/16-inch deep, one midway between the two sides and not less than 5 inches from the top and the other not more than 18-inches from the bottom, with the centre point not less than 8-inches from one side. There should also be a slot for the nozzle of the stirrup hand pump 3½ inches long and 1½ inches wide, at one side of the shield

to enable the person tackling the bomb to use the nozzle of the pump without exposing his hand more than is absolutely necessary. The shield should have a carrying handle, fixed to the back and long enough to enable the shield to be held upright when the fire fighter is crouching whilst approcahing a bomb or lying prone with one elbow resting on the ground.

This shield which weighs about 15 lbs. is the lightest efficient shield that has so far been devised from available materials, but it should be recognised that it cannot be easily handled by everyone. The shield might be of the following design.



The following information is given for general guidance if it is desired to improvise a form of shield :—

(a) If materials for the type of shield mentioned are not readily available, a board of ⅞-inch deal (or the requisite number of thicknesses of thinner wood) backed by a dustbin lid or beaten out corrugated iron or other thin plate gives a large measure of protection. It weighs about 13 lbs.

(b) The following materials give full protection against molten magnesium and flying sand or soil but are *not* proof against penetration by the more vicious steel splinters at 15-feet (the maximum distance at which spray from a stirrup pump can be effectively used) :—

½-inch deal board backed by a dustbin lid or beaten out corrugated iron or other thin plate.

1|16 inch steel.

(c) The following materials give full protection against molten magnesium and flying sand or soil but are *not* proof against any steel splinters even at a greater distance than 15 feet.

¼ inch plywood.

4 thicknesses of folded wet blanket.

(vi) *To be provided on all Floors for the use of Stirrup Pump Parties and others.*—One stirrup pump and two filled buckets of water for every 4,500 sq. ft. of floor area or part thereof.

These are additional to the stirrup pump party's equipment. Where at least 25 per cent. of this additional equipment is already provided throughout the building, further equipment need not be provided immediately. No withdrawal of appliances should, however, be made where more than 25 per cent. of the standard already exists, as 100 per cent. is regarded as desirable for satisfactory general fire prevention measures.

(vii) *To be provided outside Premises.*—Four sand bags three quarters full for every 8,000 sq. ft. or part thereof of road, yard or garden. These should be placed in convenient places within the 8,000 ft. for which they are intended. Roof space on buildings should be provided with sand bags on the same basis. Arrangements should be made to keep these bags dry.

Part 2—Power Pumps and Supplementary Water Supplies.

(These standards are not necessarily suitable for office buildings.)

(i) *Power Driven Pumps.*—The formula given below is for calculating the flow of water and the number of appliances required.

Let :—

the total area in sq. ft. of all floors including galleries in all buildings be represented by .. A

the total area in sq. ft. of all floors and galleries in which combustible materials are handled or stored (not to apply to timber in the open), by .. B

the total area of all floors over 50 ft. above ground level by C

the total area of all floors in any building other than one of fire resisting construction by .. D

Then the number of gallons of water per minute required is :—

$$\frac{A + B + C + D}{1{,}000}$$

The number of appliances required should be based on the following table :—

Less than 120 gallons per minute ..	No power driven pump required.
120 to 180 gallons per minute ..	One light trailer pump.
180 to 500 gallons per minute ..	One large trailer pump.
500 to 900 gallons per minute ..	One heavy pump.
900 to 1,200 gallons per minute ..	One extra heavy pump.

Any combination of pumps may be used provided the maximum output is sufficient to give the flow required. This applies to cases where the flow required is above or below 1,200 gallons per minute.

Where the maximum distance which the pump may have to be taken exceeds 880 yards, a self-propelled appliance or tender for towing at least one trailer pump and carrying men and gear should be provided.

The equipment for each Fire party with major appliances is given at Appendix ' D '.

(ii) *Supplementary Water Supplies.*—The supplementary water supply should be sufficient to provide the flow of water as arrived at above for one hour. Where the flow of water required is less than 84 gallons per minute no supplementary water supply is necessary.

If supplementary static water supplies are more than 1,500 ft. from the most distant point of the premises, the number of appliances determined as above should be doubled.

Supplementary water supplies can be provided by one or more 5,000 gallon steel dams but as these are difficult to obtain consideration should be given to providing concrete or bitumen lined or clay puddled sumps of similar or greater capacity.

(iii) *Suitable Protective Shield.*—[See 3, Part 1, para. e (v)]. A suitable shield can be made from one-eighth inch mild steel plate or from approximately seven-eighth inch finished deal backed by a sheet iron plate 22 s.w.g.

(d) *Key Men.*—Keymen are those who must remain during the progress of an air raid to attend to such duties as turning off gas or electricity, attending to boilers and similar work and, in the specified areas, they must be given protected accommodation, *e.g.*, with the nearest fire watcher party. They may be posted in pairs or, where circumstances demand, in threes. A keyman must have at least one other man with him, and must not be posted singly. Employers must ensure that appropriate instructions are issued to keymen, *e.g.*, to boiler attendants, as to dealing with steam pressure which will rise rapidly when the engine is stopped.

4. Inter-communication.

(a) *Warning System.*—The efficiency of all arrangements depends on adequate warning of an air raid being received by everyone on the premises and, for this purpose, some domestic system of warning signal must be installed to convey the EXTERNAL warning signal to all employees and must be frequently tested to ensure its adequacy.

Where the external warning is received by telephone or sound the listener who receives it must be able to operate at once the domestic warning system within the factory or premises.

(b) *External communications.*—Normally communication between the local control and report centre will be *via* the nearest Warden's Post. In certain cases to be specified by the local authority they may be given powers to communicate direct with the Control and Report Centre.

(c) *Internal communications.*—For the maintenance of control, communication is essential between the control post, the Air Raid Precautions services, and personnel in places of shelter. Thus where the existing telephone communications will not suffice, it may be desirable to instal field telephones as required.

A messenger service from the control post to all concerned must always be arranged as an alternative means of communication.

5. Equipment of Air Raid Precautions Personnel.

The scale of personnel equipment is given in Appendix.

Each member of the various Air Raid Precautions services must be provided with a Civilian Duty Respirator.

A steel helmet is also necessary for any person who may be called upon to serve in the open.

6. Training.

Arrangements for individual training and Team Training in the various services specified should be made, *e.g.*, with the local authorities who are being asked to co-operate, either by making instructors available or training the personnel of firms as instructors or, where local training in the works is impossible for any reason, for the training of the individual members of the A. R. P. organisation in accordance with the principles laid down. While firms will, of course, have the first claim on the services of employees so trained it is hoped that they will place no obstacle in the way of any such employee volunteering with his Local A. R. P. Authority for part-time service outside working hours. Combined training, *i.e.*, the training of the various squads together to operate as corporate whole in any designed Air Raid Precautions scheme, must rest with the control officer appointed by the works management. Every effort should be made to participate in Combined Exercises arranged by the A. R. P. Controller.

7. Commercial Office Buildings.

The general organisation of an Air Raid Precautions Scheme outlined in this Memorandum can be adapted to commercial offices.

In the case of those concerns who occupy the whole or major part of a building, it is advisable that—

(a) at least 10 per cent. of the persons employed should be trained in giving first aid treatment, dealing with the effects of gas, fighting fires, and

(b) a proportion of these trained should be capable of performing more than one of these types of service.

Where the building is occupied by different firms, it is desirable that all employers should co-operate and arrange that 10 per cent. of the total number of employees working the building should similarly be trained to take their part in a combined Air Raid Precautions Scheme for the building.

Personal protective equipment (steel helmets and Civilian Duty Respirators) would be required for :—

(i) Stirrup pump parties.

(ii) Those members of First Aid parties whose duties may necessitate their going outside the building.

(iii) Doorkeepers, Messengers and " Key Men " employed to attend boilers for turn off gas and electricity, etc.

APPENDIX A.

Number of persons to be trained for A. R. P. Services (excluding wardens).

The number to be trained are related to the number of persons at work at any one time of the day. If more than one shift is employed, the numbers to be trained must be increased pro-rata.

Number of persons at work at any one time.	31—500	500	1000	2000	5000	Notes.
First Aid Centre ..	See para. 3 (*b*) of Memorandum.	..	4 (1×4)	8 (2×4)	12 (2×6)	(1) The figures in brackets indicate the numbers of parties and the strength per party, *e.g.* (2×4) means two parties each of four persons.
First Aid Parties	See para. 3 (*b*) of Memorandum.	8 (2×4)	8 (2×4)	12 (3×4)	16 (4×4)	
Rescue Parties (see note 2).	..	10 (1×10)	20 (2×10)	30 (3×10)	40 (4×10)	(2) Rescue parties are intended only for factories with employees competent to—undertake this work. The scale of equipment for rescue parties is given at Appendix F.
Stirrup Pumps Parties.	..	See paragraph 4 of Memorandum.				
Telephone Operators.	..	1	2 (1×2)	3 (1×3)	3 (1×3)	
Messengers ..	..	2	3	4	6	(3) No fixed establishment is intended for Wardens Service. The basis of calculation in paragraph 2 of the memorandum should be followed.
Keymen ..	..	Existing Staff augmented as required.				

APPENDIX B.

Scale of Warden's Additional Equipment.

Armlet	1
Badge	1
Electric torch	1
Hand rattle	1
Haversack	1
Report forms	1
Pencil	1
Whistle	1

APPENDIX C.

Equipment for First Aid Parties.

One Haversack containing the following :—

Item.	*No.*
Bandages, triangular	36
Canes for tightening improvised tourniquets	8
Cotton wool, 1 oz. packets	6
Dressing Shell	18
Dressing Shell, First field	12
Lint, unmedicated, in squares about 18″ × 12″	6
Ointment, anti-gas 2 oz. tins or jars ..	8
Safety pins, large, cards of 6 ..	8
Tannic Acid Jelly (tubes) or Substitute ..	4 ($\frac{1}{2}$ oz.).
Clasp knife	1
Scissors (7″ long, 1 blade pointed and 1 blade blunt	1
Tourniquet (St. John type)	2
Tourniquet (Samway)	2
Splints, Sectional Wooden Sets ..	2
Straps for sectional splints	18
Torch electric	1
Pencil, lead	1

Four Pouches each containing the following :—

Bandages, triangular	9
Canes for tightening improvised tourniquets	3
Dressing Shell	6
Dressing Shell, First field	6
Labels, Casualty identity packets of 20 ..	1 pkt.
Ointment, anti-gas 2 oz. tins or jars ..	1
Safety pins, large, card of 6	3
Tannic Acid Jelly (tubes) or Substitute	2 ($\frac{1}{2}$ oz.).
Clasp knife	1
Scissors (7″ long, 1 blade pointed and one blade blunt)	1
Tourniquet (St. John type)	1
Tourniquet (Samway)	1

APPENDIX D.

Equipment for Stirrup Pump Parties.

Stirrup pump with dual nozzle ..	1
Buckets	2
Axe	1
Hand lamp	1

Equipment for Fire party with major appliances.

Trailer pump or water pump ..	1	
Hose in lengths of 50 or 75 ft. with couplings	500	or 250 according to size of pump.
Buckets	20	
Branch pipes	2	
Stand pipes and turncocks' tools (if hydrants are installed) ..	2	
Felling axe	1	
Ladder (30 ft.)	1	
Hurricane lamps	3	
Long line (100 ft.)	2	
Suction hose 8 or 10 ft.	2	
Dividing Breach	1	
Preventer	1	
Galvanised iron suction strainer ..	1	
Basket suction strainer	1	
Two way suction collecting head ..	1	

APPENDIX E.

The scale of personal protective equipment.

A. R. P. Service.	C. D. Respirators.	Steel Helmets.	Gum Boots.	Mittens.	Eye Shields.	Overalls.
Control Staff	1	1	..	..	1	1
First Aid Centres	1	..	..	..	..	..
First Aid Parties	1	1	..	..	1	..
Rescue (if employed)	1	1	1	1	1	..
Stirrup Pump Parties	1	1	1	..	1	..
Fire Watchers	1	1	..	..	1	..
Trailer Pump Parties	1	1	1	..	1	..
Telephone Operators	1	..	..	..	..	..
Messengers	1	1	..	..	1	..
Keymen	1	1	1	..	1	..
Wardens	1	1	..	..	1	..

(NOTE.—The above equipment should be provided on the above scale to all Air Raid Precautions Workers.

ENDIX F.

Rescue Party Equipment.

(i) *Per Light Rescue Party.*—The equipment for a light party is laid down in A. R. P. Handbook (India) No. 1. In addition the following should be provided :—

Set of rope tackle, 3 sheave—2 sheave ..	1
Jacks with 10 or 15 ton lift	2
15 ft. lengths of wire rope	6
Rubber gloves (pair)	1
200 ft. length Manilla rope, 3″ or 4″ (where needed)	1
Stretcher harness (set)	1
Webbing bands (for carrying casualties) (set)	1
Scaffold poles for sheerlegs	3
Debris baskets	6
Leather gloves (pair) (per member of party)	1
Firemen's axes (with carrying pouches)	6
Electric inspection lamp, with up to 200 ft. of flex	1
Short Ladder (8 or 10 ft.)	1
Stirrup pump	1
Buckets for use with pump	2
Tarpaulins or stout canvas sheets or sheets of corrugated iron (to protect trapped persons from falling debris until released)	As required.
Water bottles with carriers	2
First Aid Pouches (for contents see Appendix C)	2
First Aid Box (for contents see Appendix C)	1

(ii) *Per Heavy Rescue Party.*—Equipment as for a Light Rescue ty and in addition :—

3 ton lifting tackle	1
6 ft. chains (3 ton lift)	2
20 ton lifting jack	1
Large acetylene flare	1
Portable acetylene cutting outfit (where needed) with asbestos blanket ..	1

HD—7,000—30-8-41—GIPS

W 134-40-4

No. 901/W
Encs 4 Copies
No. 902/W
To Enc 1 copy.
The I.G.P.
" G.M., Iron Works.

22nd October 1941.

A. R. P. Publications.

I am directed to forward for information 4 copies/a copy of the publication entitled "Memorandum on the organisation of Air Raid Precautions Services in Industrial, etc., Undertakings and the Training and Equipment of Personnel", since received from the Residency.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government

Tele {gram : POLICE
phone : 2108

POLICE DEPARTMENT.

75-1/W

OFFICE OF THE
INSPECTOR-GENERAL OF POLICE IN MYSORE,

No. A.R.P.20/41-42

Bangalore, dated....24th..October...1941.....

FROM

E. G. B. PEEL, Esq., C.I.E.,
Inspector-General of Police in Mysore,
Bangalore.

TO

RAJASEVAPRASAKTA
B.T.Kesaviengar, Esq., B.A.,
Chief Secretary to the Government of Mysore,
Bangalore.

SUBJECT: A.R.P. Publications.

Sir,

With reference to your letter No.901/W dated 22nd October 1941 enclosing four copies of the Government of India publication entitled "Memorandum on the organisation of A.R.P. Schemes in Industrial etc., undertakings and the training and equipment of personnel" I have the honour to request that 50 more copies may kindly be obtained and sent to me for distribution to the heads of important industrial concerns in Bangalore and Mysore, for which subsidiary A.R.P. Schemes are required.

I have the honour to be,

Sir,

Your most obedient servant,

INSPECTOR GENERAL OF POLICE.

24/10

27th October 1941.

Rol 738 —
W 134-40-6.

A.R.P. Publications.

I am directed to refer to your letter No.P.76(10)-40/W dated the 11th October 1941 forwarding 6 copies of the publication entitled "Memorandum on the organisation of Air Raid Precautions Services in Industrial, etc., Undertakings and the Training and Equipment of Personnel", and to request you to be so good as to obtain and forward fifty more copies of the publication for distribution to the heads of important industrial concerns in Bangalore and Mysore.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

W 134-40-4. Rd 950

The reply to this communication should be addressed to the Secretary to the Resident Mysore, Bangalore, by designation and not by name.

No. F.78(10)-40/W.

FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

CHIEF SECRETARY. 26 NOV. 1941 GOVT. OF MYSORE.

The Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore.

Dated Bangalore, the 25th November *194* 1

'. Publications - "Memorandum on rganisation of Air Raid Precau- Services in Industrial, etc. takings and the Training and quipment of Personnel".

Sir,

I am directed to refer to your letter No.Pol. 738, dated the 27th October 1941.

2. The Government of India regret that further copies of the publication are not available for distribution. The publication has, however, been put on sale to the general public through the Manager, Central Publication Branch, Delhi, from whom it can be had on payment.

I have the honour to be,
Sir,
Your most obedient servant,

N. Raman Raja.

for SECRETARY TO THE RESIDENT.

KRY

1066/W
W 134-40-8

25th November 1941.

The Inspector-General of Police in Mysore.

A.R.P. Publications - "Memorandum on the organisation of A.R.P. Services in Industrial, etc. Undertakings and the Training and Equipment of Personnel."

With reference to your letter No.A.R.P.20 dated the 24th October 1941 on the above subject, I am directed to state that the Residency have intimated that the Government of India regret that further copies of the publication are not available for distribution and that the publication has, however, been put on sale to the general public through the Manager, Central Publication Branch, Delhi, from whom it can be had on payment.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

W/134-40-9 Pol 1078 938/W.

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE,

Dated Bangalore, the 15th December 1941.

No.F.78(10)-40/W.

A copy of the undermentioned paper is forwarded with compliments to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information, in continuation of letter from this Residency No.F.78(10)-40/W dated the 11th October 1941.

By order, etc.,

for SECRETARY TO THE RESIDENT.

Foot-note No.2 to Appendix E (page 11) of the "Memorandum on the Organisation of Air Raid Precautions Services in Industrial etc., Undertakings and the Training and Equipment of Personnel".

(with 5 spare copies)

No. 2 to Appendix E (page 11) of the Memo. on the Organisation of A. R. P. s in Industrial, etc., Undertakings and the Training and Equipment of nel.

NOTE 2.—It is recommended that firms and offices employing 30 or more persons d obtain an initial supply of anti-gas ointment No. 2 on some such scale as the follow-

up to 50 persons 4 ozs.
up to 100 persons 8 ozs.
up to 200 persons 12 ozs.
up to 400 persons 16 ozs.

so on.

[*Price* : *Anna* 1 *or* 1½*d.*]

7HD—7000—14-11-41—GIPS

W 134-40-10.

No. 1223/W.
&
1224/W.

16th December 1941.

ISP
G.M. Iron Works.

A.R.P. PUBLICATIONS.

In continuation of this office letter No.901-2/W dated the 22nd October 1941 on the above subject, I am directed to forward for information ~~oop~~ of Foot-note No.2 to Appendix E (page 11) of the "Memorandum on the Organisation of Air Raid Precautions Services in Industrial etc., Undertakings and the Training and Equipment of Personnel", since received from the Residency.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

W 134-40-11

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.78(10)-40/W.

1141/W

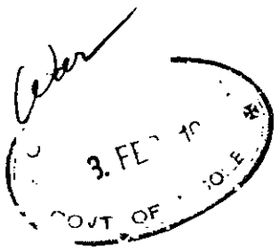
FROM

THE SECRETARY TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore, Bangalore.

Dated Bangalore, the 3rd February *1942*.



Supply of Air Raid Precautions Literature.

SIR,

I am directed to refer to your letter No.Pol.328/W, dated the 18th August 1941, and to state that the Government of India have decided that in future all priced A.R.P. publications shall be paid for by all concerned.

2. It will therefore be necessary for the Government of Mysore to purchase their requirements of such publications direct from the Central Publication Branch, Civil Lines, Delhi. As soon as information is received from the Government of India about the publication of a priced pamphlet, the Government of Mysore will be apprised of its title and its price and supplied with an indication of its contents, so that they may then obtain their requirements, if any, from the Central Publication Branch.

3. Should the Government of Mysore desire to place a standing order for one or more copies of every priced A.R.P. publication, arrangements will be made, on receipt from you of information regarding the number of copies required, for direct supply to be made to the Government of Mysore by the Central Publication Branch.

I have the honour to be,
Sir,
Your most obedient servant,

M Raman Nayar

Letter No.F.78(10)-40/W dated the 3rd February 1942 from the Secretary to the Hon'ble the Resident in Mysore.

- - - -

Supply of Air Raid Precautions Literature.

- - - -

I am directed to refer to your letter No.Pol.328/W dated the 18th August 1941, and to state that the Govt. of India have decided that in future all priced A.R.P. publications shall be paid for by all concerned.

2. It will therefore be necessary for the Govt. of Mysore to purchase their requirements of such publications direct from the Central Publication Branch, Civil Lines, Delhi. As soon as information is received from the Govt. of India about the publication of a priced pamphlet, the Govt. of Mysore will be apprised of its title and its price and supplied with an indication of its contents, so that they may then obtain their requirements, if any, from the Central Publication Branch.

3. Should the Govt. of Mysore desire to place a standing order for one or more copies of <u>every</u> priced A.R.P. publication, arrangements will be made, on receipt from you of information regarding the number of copies required, for direct supply to be made to the Govt. of Mysore by the Central Publication Branch.

Lo(1445 -
W 134-40-12

5th February 1942.

The Chief

The Secretary to the Hon'ble the Resident in Mysore.

Supply of A.R.P. Literature.

I am directed to acknowledge the receipt of your letter No.F.73(10)/40-W dated the 3rd February 1942 on the above subject, and to state that this Government will be glad if arrangements are kindly ~~kx~~ made for placing a standing order for six copies of every priced A.R.P. publication, for direct supply to be made to this Government by the Central Publication Branch.

I have the honour to be,

Sir,

Your most obedient servant,

(Sd.) M.G. Mehkri.

~~Xxxx~~ Chief Secretary to Government.
(in charge)

Memo No. 1629/W. Dated the 5th Febry. 1942.

Copy of the above is forwarded with compliments to the Inspector-General of Police in Mysore, with a copy of Residency letter dated the 3rd Febry. 1942, for information.

For Chief Secretary to Government

W 134-40-13.

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.78(10)-40/W. 1372/W

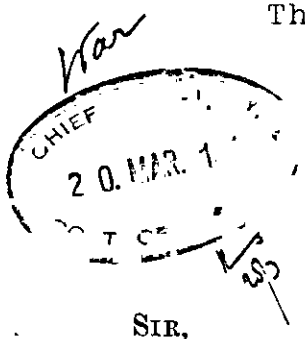
FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Dated Bangalore, the 20th March *1942.*



Supply of Air Raid Precautions Literature.

- - -

SIR,

I am directed to refer to your letter No.Pol. 1445/W, dated the 5th February 1942, and to state that arrangements have been made with the Manager of Publications, Civil Lines, Delhi, to send 6 copies each of all priced Air Raid Precautions publications, together with the bills, etc. to the Special A.R.P. Officer, Bangalore City.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

No. 2052/W.
W 134-40-14

20th March 1942.

The Inspector-General of Police in Mysore.

Supply of A.R.P. literature.

In continuation of this office memo No.1629/W dated the 5th February 1942 on the above subject, I am directed to state that the Residency have written to say that arrangements have been made with the Manager of Publications, Civil Lines, Delhi, to send 6 copies each of all priced A.R.P. publications, together with the bills, etc., to the Special A.R.P. Officer, Bangalore City.

I have the honour to be,
Sir,
Your most obedient servant,

For Chief Secretary to Government.

No. 2300/W. 134-40-15.

4th April 1942.

The Inspector-General of Police in Mysore.

Supply of A.R.P. Literature.

I am directed to invite reference to correspondence ending with this office letter No.2052/W dated the 20th March 1942 on the above subject, and to request ~~three~~ (2) copies of each of the literature may kindly be sent to this office as and when received for reference.

I have the honour to be,
Sir,
Your most obedient servant,

For Chief Secretary to Government.